

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Rec mgmt 3-3-3  
Shelf File

STAT

[Redacted]

17 January 1963

GE-66, Headquarters

Chief, Records Management Staff/DDS

Shelf File Equipment

1. Attached are brochures illustrating Shelf File Equipment made by four (4) different manufacturers. We have used the equipment of each of these manufacturers in some of our Headquarters installations and find that they are all satisfactory.

2. As indicated to you yesterday, we do not advocate doors on any shelf files. Generally, doors defeat one of the primary objectives of shelf filing, i.e., they prevent direct access to records.

3. Although we do not advocate any particular make of shelf file equipment, the Modular type made by Diebold is one of the most flexible on the market. The Diebold brochure illustrates how this equipment can be used to fit almost any type of office space arrangement. It is also easily assembled. For these reasons, it may be wise for [Redacted] to consider seriously the use of Diebold.

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[Redacted]

Attachments

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CC: [Redacted]

1/17/63

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Rec Shm 13-3-3  
Shelf File



"HOW ARE YOU FIXED FOR SPACE?"

~~QUESTION OF SPACE~~

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Since our first introduction of Shelf Filing ~~to you~~  
~~years ago~~, this system ~~of filing~~ has spread rapidly to over [redacted]

X individual installations in the Agency. In these installations  
the average storage cost <sup>of records</sup> was reduced from \$54. to \$4. per linear  
X foot ~~of records~~. At the same time many offices found it would  
have been impossible for them to move into the New Headquarters  
Building had they not tackled their <sup>space</sup> ~~space~~ problems.

*In addition to  
this significant  
advantage*

Our completed Shelf-Filing systems represent eight different  
types of equipment. Some of course are more satisfactory than others. The  
first consideration has been to select the equipment that best fitted  
a particular filing situation. Also, our purpose is not one of making  
filing a "soft job", rather, it is to get it out of the category of a  
"killing" job. A few words of caution should be noted here. If you  
have a particular filing problem, other than space limitations, con-  
verting to a Shelf Filing System will not resolve the problem. The  
problem will remain with you and should be resolved before making the  
conversion.

There are several new additions to the types of equipment now  
available including <sup>The Unit Space ~~shown~~ ~~above~~</sup> ~~that shown in this issue~~. For example, there is  
a motorized unit which contains revolving shelves. \* These shelves  
revolve and stop at a convenient working height (standing or sitting)  
merely by depressing a button. There is also a unit whereby the first  
five shelves (from the bottom up) pull out to permit drop-filing

X Picture?

similar to the filing done in a conventional cabinet. There will be more on these units in later issues of the Support Bulletin.

~~The picture above introduces the "Unit Space Finder."~~ As you can see, <sup>with the Unit Space Finder</sup> the filing compartment ~~here~~ is an extremely heavy cardboard box-like container rather than the conventional flat shelf. Each container will hold 4" of files allowing extra space for filing ease and is supported in cantalever fashion from rails running the entire length of the installation. This box-like container slides easily along the rail in either direction and permits expansion at any point in the file. You simply push the boxes apart far enough to insert an empty one. This feature eliminates the need for shifting several shelves of material when additional filing space is needed at a given location. There is also a <sup>(opposite page)</sup> filing "Truck" for areas where material must be transported to various locations. The Truck complements the Unit Space Finder by allowing you to place <sup>up to 25</sup> ~~one~~ containers <sup>with</sup> ~~and~~ contents in the truck for transport without removing individual file folders.

The first installation of the Unit Space Finder was recently completed in OO/FDD. Upon completion of their move to the Headquarters Building another installation will be made in the Executive Registry, Office of the Director.

The installation <sup>of</sup> of Shelf-Filing equipment should not be attempted by inexperienced personnel. Since most units are erected to heights of 6 and 7 feet there are safety factors to be considered and of course security <sup>considerations</sup> ~~factors~~ determine how and ~~where~~ such equipment may be used.

For guidance and assistance<sup>s</sup> with your filing problems contact your Area  
Records Officer or the Records Administration Office. Overseas  
personnel should direct their communications to the DD/P/RMO.

Literature on the Unit Space Finder is available by calling extention

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THE UNIT SPACE FINDER

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001076109

01338-1

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FILING TRUCK.

0000931



FOLLOW-UP- SHELF FILING INSTALLATIONS

Date \_\_\_\_\_

1st, 2nd, 3rd, etc.

                     /Letter//Legal No Sections DF, SF Filing Capacity CU. FT.  
Type of Equipment

INSTALLATION

Initial

Moved To:

a. Location                       
Bldg. Room No.

a.                       
Bldg. Room No.

b. Installation  
Completed by /Vendor /Office

b. By /Vendor /Office

COMPLETNESS OF INSTALLATION

A. Safety

(1) Wall Clips--Bracing, etc. needed installed partially installed

(2) Missing Components Damaged Parts Etc.

(3) Need or have Reference Shelves -Ladders, etc.

EQUIPMENT UTILIZATION

A. Type of Material Stored

/Boxes /Letter /Legal /Books /Catalogs /Office Machines

B. /Shelves too Full /Shelves too loose /Material properly spaced &  
no Expansion

/Material Properly Spaced,            cu. ft. Expansion

C. Expansion Adequate for            months            years.

D. File Supports Not Used - Why                                       
File Supports Improperly Used - How                                     

E. Top and/Or Bottom Shelf Not Used - Why                                     

F. All or Part of Equipment Not Being Used - Why

G. Equipment Bought for Specific Use - Being Used for Another -  
Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### GENERAL FILE CONDITION AND APPEARANCE

##### A. Folders

How Labeled \_\_\_\_\_ Type of Folder: ☐ ☐ ☐  
11Pt, Pressboard, etc.

Average Thickness \_\_\_\_\_ New \_\_\_\_\_

Old, Torn, etc \_\_\_\_\_

##### B. Guides

☒ Too many ☐ Too few ☐ Not Used ☐ Wrong type ☐ Unsatisfactory

\_\_\_\_\_

#### OVERALL APPEARANCE

Neat-Satisfactory-Unkept, etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~PROBLEMS AND COMPLAINTS~~

#### PROBLEMS AND COMPLAINTS

1

2.

3.

4.

5.

6.

*Rec mgmt 3-3-3*  
*File:* *Shelf Filing*

30 March 1962

MEMORANDUM FOR THE RECORD

SURPLUS SHELVING

STAT

A call to  DDP/RID indicated that on approximately 9 April they will declare as surplus to their needs the following:

150 Sections of Remington Rand Steel Shelving.

Each section is 36" wide x 12" deep and either 90" or 92" high. (The bottom shelves are 15" deep.)

All section have a Dust Canopy and all shelves have dividers.

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UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

*Chief file*  
*Per Mmt 33-3*

STAT

| TO | NAME AND ADDRESS | INITIALS | DATE |
|----|------------------|----------|------|
| 1  |                  |          |      |
| 2  |                  |          |      |
| 3  |                  |          |      |
| 4  |                  |          |      |
| 5  |                  |          |      |
| 6  |                  |          |      |

|                          |             |                          |              |                          |                |
|--------------------------|-------------|--------------------------|--------------|--------------------------|----------------|
| <input type="checkbox"/> | ACTION      | <input type="checkbox"/> | DIRECT REPLY | <input type="checkbox"/> | PREPARE REPLY  |
| <input type="checkbox"/> | APPROVAL    | <input type="checkbox"/> | DISPATCH     | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/> | COMMENT     | <input type="checkbox"/> | FILE         | <input type="checkbox"/> | RETURN         |
| <input type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> | INFORMATION  | <input type="checkbox"/> | SIGNATURE      |

Remarks:

[Redacted]

*This looks pretty good.*

STAT

*See me about it when you  
have a chance.*

*Ask Mr. C. if he wants  
this any more.*

STAT

[Redacted]

FOLD HERE TO RETURN TO SENDER

STAT

|              |              |              |
|--------------|--------------|--------------|
| FROM         | PHONE NO.    | DATE         |
| [Redacted]   | [Redacted]   | <i>12/11</i> |
| UNCLASSIFIED | CONFIDENTIAL | SECRET       |

UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

| TO     | NAME AND ADDRESS                       | INITIALS   | DATE                  |
|--------|--|--|-----------------------|
| STAT 2 | <b>DD/P-TSD</b><br>22 Central Building |  |                       |
| STAT 4 | <b>CC:</b> <b>7D-24, Headquarters</b>  |  |                       |
| 5      |  |  |                       |
| 6      |  |  |                       |
|        | <b>ACTION</b>                          | <b>DIRECT REPLY</b>                                    | <b>PREPARE REPLY</b>  |
|        | <b>APPROVAL</b>                        | <b>DISPATCH</b>  | <b>RECOMMENDATION</b> |
|        | <b>COMMENT</b>                         | <b>FILE</b>  | <b>RETURN</b>         |
|        | <b>CONCURRENCE</b>                     | <input checked="" type="checkbox"/> <b>INFORMATION</b> | <b>SIGNATURE</b>      |

## Remarks:

I am returning Requisition #961-2150-63 for 62 Sections of Lyons Open Shelving, for cancellation.

Your acceptance of our suggestion that Acme Slotted Angle Steel be used makes this cancellation possible.

This substitution of Acme for Lyons represents a savings of approximately \$1400.

FOLD HERE TO RETURN TO SENDER

| FROM: NAME, ADDRESS AND PHONE NO.                    | DATE    |
|--|---------|
| STAT <b>Records Management Analyst</b><br>1616th St. | 2/11/63 |
| UNCLASSIFIED   | SECRET  |